Instructions for Completing IGCIA & FLETC Registration Form
(Ver-7 dated 6/15/11)

1. **FOR ALL CLASSES** that ARRIVE or START on 7/1/2011 the new registration form must be submitted.

    a. **UNLESS** - A registration form has **already** been submitted, for classes arriving or beginning 7/1/2011, student information will be transferred and **not** require resubmission of the registration form.

    b. **HOWEVER if** **any** **changes are made** to a submitted registration form for a class that arrives or begins 7/1/2011 - **PLEASE** transfer all information to the NEW REGISTRATION form before resubmitting it.

2. Changes to Registration form for classes held on a FLETC facility: Artesia, NM; Charleston, SC; Cheltenham, MD or Glynco, GA

    a. Order of information required has changed

    b. DROP DOWN Menu for your AGENCY. The acronym for the agency has been assigned by FLETC and associated with how they track students and bill the agency.

    c. Name field has been separated: single field for Last Name, First Name and Middle Name or Initial (should be the **official** name)

    d. CORRECT email address

    e. SSN (for database purposes)

    f. If not an US citizen, provide passport or international ID

    g. Confirm if they are or are not a US Citizen

    h. Gender (for lodging purposes)

    i. Date of Birth **Now** required for all FLETC classes, can use 01/01/1901 as a default

    j. Duty Station: city and state

3. Currently the attached file is not password protected. Please password-protect the file before submitting by using the **password**: **IGCIA**. DO NOT change the password to anything else other than IGCIA.

4. **NAMING OF REGISTRATION FORM** (excel file): The below protocol is requested for all future submissions.

    a. **FLETC CLASSES** - Information to be included when **naming** your registration file:

        i. Agency acronym
        ii. Location of FLETC training
        iii. Class acronym
        iv. Class number
        v. **DO NOT** include students names in the file name
        vi. EXAMPLES: for classes that are conducted at a FLETC SITE

           ➢ HHS – A-FITP-102 - Registration
           ➢ HHS – C-FITP-102 – Registration
           ➢ HHS – E-FITP-102 – Registration
           ➢ HHS – G-FITP-102 – Registration

           EXAMPLES: for IGCIA classes that are conducted at a FLETC site

           ➢ HHS – G-BNCITP-101 – Registration
           ➢ HHS – G-BNCITP-102 - Registration

    b. **IGCIA CLASSES** - Information to be included when naming your registration file:

        i. Agency acronym
        ii. Class acronym
        iii. Class number
        iv. Location (State) of IGCIA training

           EXAMPLES: for IGCIA classes that are **not** conducted at FLETC site

           ➢ HHS – PCITP-101 (IL) - Registration
           ➢ HHS – PCITP-102 (PA) – Registration

5. If the supervisor or student's correct email address is not submitted, the **Training Officer's email address** will be substituted for student registration purpose and/or for the IGCIA survey, which is sent to supervisors and students upon graduation.

Make sure the EMAIL address of both <u>Supervisor</u> and <u>Student</u> are **CORRECT**.

6. **THREE (3) TABBED** worksheets within the workbook:

    a. `RED TAB` – Instructions (FLETC)

    b. `GREEN TAB` – Registration form for classes *conducted* at a FLETC facility

    c. `YELLOW TAB` – Registration form for ALL IGCIA Classes

        i. IGCIA Programs:

            ✓ **AIIGI** – Advanced Interviewing for IG Investigators
            ✓ **BNCITP** – Basic Non-Criminal Investigator Training Program
            ✓ **IG-IFA** – IG Interviewing for Fraud Auditors
            ✓ **IG-ITP** – IG Investigator Training Program
            ✓ **HOTP** – Hotline Operator Training Program
            ✓ **PCITP** – Public Corruption Investigations Training Program
            ✓ **PRTP** – Periodic Refresher Training Program
            ✓ **TTP** – Transitional Training Program
            ✓ **UCITP** – Undercover Investigations Training Program

        ii. **REQUIRED -** Supervisor's, Name and EMAIL ADDRESS If the supervisor or student's correct email address is not submitted, the **Training Officer's email address** will be substituted for student registration purpose and/or for the IGCIA survey, which is sent to supervisors and students upon graduation.

            Make sure the EMAIL address of both <u>Supervisor</u> and <u>Student</u> are **CORRECT**.

        iii. If an IGCIA class is **NOT** being conducted on a FLETC campus (Artesia, NM; Charleston, SC; Cheltenham, MD or Glynco, GA) then the following is **NOT** required:

            1. SSN

            2. DATE OF BIRTH

7. **CLASS REGISTRATIONS:**

    a. **MUST** be submitted by the DUE date: 52 calendar days prior to the start date of the class or the agency may lose the seat. Target date for sending the reporting instructions to the training officer is 45 working days prior to the start date.

    b. MUST have Training Officer's Name, email address and phone number listed.

    c. MANDATORY CLASS INFORMATION REQUIRED on FLETC or IGCIA ENROLLMENT form:

        i. Class Location
        ii. Class Acronym
        iii. Class Number

d. MANDATORY STUDENT INFORMATION REQUIRED on FLETC or IGCIA ENROLLMENT form:

   i. STUDENT's **OFFICIAL** NAME
      1. Last (mandatory field)
      2. First (mandatory field)
      3. Middle (optional)

e. STUDENTS's SSN (mandatory field) (FLETC classes or IGCIA class on FLETC site)

f. STUDENT's CORRECT (mandatory field) email address (FLETC & IGCIA classes)

g. AGENCY (mandatory field) (FLETC & IGCIA classes)

h. DUTY STATION (mandatory field) (FLETC & IGCIA classes)

i. SUPERVISOR's name and email address (mandatory field) (IGCIA classes only)

8. Worksheets are set up to automatically format:

   i. Phone Numbers
   ii. SSN
   iii. Dates
   iv. Due date to IGCIA Registrar
   v. Current date

9. **COMMENT SECTION:** It is highly encouraged to make notes in the comments section and not in the body of the email sent to the registrar, which allows for easy tracking of changes.

   STANDBY NAMES are encouraged to be maintained for all classes of interest.

10. **REMOVING A STUDENT** from a registration form:

   a. DO NOT delete the student information from the form
   b. Change the font to red and/or use the lineout feature
      Smith, John or ~~Smith, John~~

11. **REPLACING A STUDENT** to a previously submitted form:

   a. HIGHLIGHT student's name in green to indicate you are replacing someone.

12. **STANDBY STUDENT** – If agency does not have an allocation:

   a. HIGHLIGHT student's name in yellow to indicate you are requesting a training seat.

13. **BILLING INFORMATION**:

   a. IGCIA CLASSES - If an OIG **DOES NOT** have an interagency agreement on file with the Budget Analyst then complete the financial reimbursement form located at:

      i. http://www.ignet.gov/igcia/registration1.htm

      ii. http://www.ignet.gov/igcia/IGCIA%20-%20Financial%20Reimbursement%20Form.pdf

   b. FLETC CLASSES - If no interagency agreement is in place between the OIG and the FLETC budget office then billing information must be provided as follows: Point of Contact - Name, Email address, phone number and method of payment and/or completed and signed SF-182 Training Form.

For assistance call or email:

Gina Owensby – (912) 267-3008
RegistrarIGCIA@cigie.gov